



## COMMUNICATION COMMITTEE Terms of Reference

- Reports to: Alberta Chamber Executives Board
- Objective: To post current information to the ACE website, Facebook group and to encourage the exchange of “best ideas” among the members.
- Responsibilities:
- Keep all content on the ACE website up to date;
  - Promote use of the ACE Facebook group by ensuring new members are added in a timely fashion and by encouraging ACE members to share information and best ideas;
  - Encourage members to provide Best Ideas throughout the year on a variety of topics, and provide the Best Ideas form for them to submit these ideas;
  - Add Best Ideas files to the ACE website as needed;
  - Work with ACE Executive to ensure information is shared across all ACE communication channels;
  - Work with ACE Executive to ensure each communication channel is promoted to ACE members;
  - Work with ACE Executive to ensure ACE email distribution list is up to date;
  - Distribute e-newsletter to ACE membership quarterly or as otherwise needed.
- Meeting Frequency: As often as required via email or phone
- Committee Members:
- Chair
  - At least two members at large
- \* At least one committee member must be a member of the hidden ACE Facebook group

Approved: October 30, 2020